



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

**VACANCY ANNOUNCEMENT
AMENDMENT**

ANNOUNCEMENT NO: MHA-09-96	POSITION: Supervisory Information Technology Specialist
POSITION SERIES: MS-2210	POSITION GRADE: 13
OPENING DATE: 09/03/09	CLOSING DATE: 9/17/09
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:	SALARY RANGE: \$76,996-\$107,794 per annum
WORKSITE: 64 New York Avenue, NE Washington, DC	TOUR OF DUTY: 8:15 am-4:45 pm Monday-Friday
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Department Wide Only
AGENCY: MHA/Information Services	NO. OF VACANCIES: Two (2)
DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)	
"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICES (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.	
() This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction. (X) This position IS NOT in a collective bargaining unit.	
RESIDENCY REQUIREMENT: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, a line attorney position in the Legal Service (Series 905), or an attorney position in the Excepted Service (Series 905) who is a bona fide District resident, AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.	
BRIEF DESCRIPTION OF DUTIES: Serves as a Supervisory Information Technology Specialist for the Department of Mental Health. Incumbent will serve as a Project Manager under the administrative supervision of the Director of Applications and is responsible for the development and management of IT project activities. Plans, coordinates and directs the day to day project task deliverables, inclusive of various operational requirements, recommendations, laws and regulations relative to information systems management. Manages both the implementation and post-implementation phases of projects, including new software, database systems, reporting or other data analytics, software development, etc. Develops and implements project management policies and procedures in accordance with industry standards and the District of Columbia laws and regulations. Provides guidance in technology feasibility during project implementation to include, business requirements, vendor selection, procurement implementation, training, hardware selection, etc. Provides orientations, diagnoses, troubleshoots and resolves operating problems determining the most effective approach. Provides leadership and supervision to all staff and serves as a member of the management team. Develops budgetary proposals and expenditures for Information Technology related to assigned projects. Prepares a variety of sensitive and complex correspondence, reports and operational data relative to the assigned projects; prepares and presents briefings and presentations. Reviews and evaluates project staff in the context of their performance on assigned project tasks. Develops and implements appropriate work methods, work assignments and other resource allocations to be employed; and promotes and ensures appropriate development of the staff and participation in skill development programs. Monitors work in progress, as required and reviews completed work.	
QUALIFICATIONS REQUIREMENT: This position requires one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled.	
SELECTIVE PLACEMENT FACTOR(S): It is management's desire that the candidate possess a high level working knowledge of Microsoft Standard Query Language (SQL); 2 years of quality assurance experience at the management level; working knowledge of Microsoft Project; 1 year experience as a Project Manager, working knowledge of a standard systems development model; 3 years of technical writing experience; i.e. system documentation, testing documentation, training material documentation.	

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

RANKING FACTORS

1. Extensive knowledge of information technology principles and policies in accordance with District of Columbia laws and regulations in order to provide overall direction and management of all phases of complex projects.
2. Expert knowledge of the capabilities and limitations of health care delivery systems applications.
3. Skill in performing the full range of supervisory responsibilities in order to provide advice and assistance to employees, makes decision on training needs and advising management officials.
4. Ability to analyze, evaluate and execute all phases of information technology project management in order to promote increased quality of IT services.
5. Excellent oral and written communication skills as required to present findings, summaries and other presentations; provide consultation and training; and to provide technical and non-technical documentation and reports.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: Lori McDonald (202) 673-3517
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."